DOCLINE:
A Comprehensive Look

http://DOCLINE.gov

DOCLINE® *interlibrary loan request routing and referral system*

NATIONAL LIBRARY OF MEDICINE

REGIONAL MEDICAL LIBRARIES (RMLs)

- National Network of Libraries of Medicine – http://nnlm.gov.
- The Network is made up of 8 regions through out the country.
- South Central Region (NN/LM SCR) (Region 5) – http://nnlm.gov/scr.

MEMBERSHIP
- Full members must participate in DOCLINE as lenders and borrowers.
- Affiliate members can be 'borrowers only' in DOCLINE.
- Other categories of affiliate members are health institutions, community organizations, and non-health science libraries.
- Resource Libraries (RLs) are (in general) medical school libraries that have agreed to serve as a resource for the smaller libraries in the region.
- RLs – 152 nationally, 16 regionally.
- List of the NN/LM SCR's RLs - http://nnlm.gov/scr/outrch/res-sub.html.
- Primary Access Libraries (PALs) are all the other Network members.
- Not all PALs are DOCLINE participants.
- PALs – over 4600 nationally, 595 regionally.
- DOCLINE libraries – over 3200 nationally, 185 regionally.
- DOCLINE is available to US and Canadian libraries.

NN/LM SCR RESOURCES
- NN/LM SCR's Document Delivery Manual – http://nnlm.gov/scr/netwk/ddindx.htm.
- NN/LM SCR membership application – http://nnlm.gov/scr/netwk/mbrapp.pdf.
- DOCLINE application – email ruicham@library.tmc.edu.
- *Network News* – regional newsletter – http://nnlm.gov/scr/scnn.
- NNLMSCR-L – regional listserv – also serves as the listserv for MLA/SCC, the South Central Chapter of the Medical Library Association – http://nnlm.gov/scr/aboutus/listsrv.html.
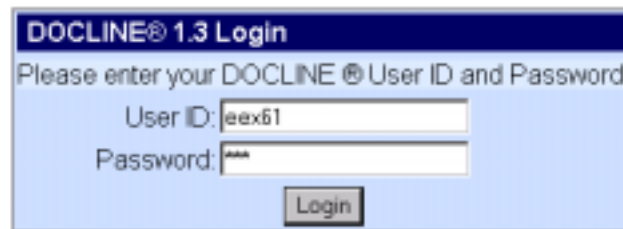
COSTS
- There is no cost to join or use DOCLINE.
- Each library can set it's own charge for the individual request filled.
- National maximum for mailed ILLs, as set by NLM is $11.
- Regional maximum for mailed ILLs, as set by SCAMeL is $9.
- South Central Academic Medical Libraries (SCAMeL) is a consortia of the majority the RLs in the region.
- The prefer method of payment for the region is the Electronic Fund Transfer System (EFTS) – http://library.hsc.unt.edu/scamel/efts.
- The EFTS system is maintained by SCAMeL and housed at the University of North Texas Health Science Center Library.

THE DOCLINE SYSTEM

- The DOCLINE System is made up of four modules – Requests, DOCUSER, SERHOLD and Loansome Doc.
- Each module depends on the other to route requests efficiently and correctly.

ACCESSING DOCLINE
- Login Screen – http://DOCLINE.gov.
- Type in your User ID and Password and click **Login**.

WELCOME SCREEN
- Here you see any of the system messages for your LIBID.
- Messages include requests routed to you, warnings and other time trigger actions, and notifications.
- On top of the screen are the DOCLINE System menu items – **Requests, DOCUSER, SERHOLD, LD, HELP** and **HOME.**
- Clicking the **HOME** link brings to back to the Welcome Screen from wherever you are.
- To the right, in red is the **Logoff** link. You can either click on this link or close your browser to logout of DOCLINE.
- In the blue menu bar are additional links to DOCLINE-related resources including an overview of DOCLINE, information on DOCLINE-L and Barcodes.

HELP

- **Help** allows you to read the DOCLINE manual, FAQs, contact the RML or NLM, and change your Password.
- If you are experiencing any system problems, use these contact links to inform NLM or the RML. These links automatically gather important information about your computer and browser that may assist in finding a solution to your problem.
- The **FAQ** and **Online Manual** open in a separate window and can be viewed side by side with the DOCLINE System.

- NOTE: As moving around the DOCLINE system, use any buttons provided. The Back Button on the Browser will not usually work.

AUTOMATIC ROUTING

- The DOCLINE system is optimal when requesting journal articles.
- You select libraries to place in your Routing Table.
- When you input a request using a NLM UI (NLM Unique Identifier) or PMID (PubMed Identifier), the system checks the SERHOLD holdings of the libraries in your Routing Table, cell by cell, to see which have stated they own the document requested.
- The system uses an algorithm that allows for load balancing so no one library will be overburdened by requests.

Cell 1	Cell 2	Cell 3	Cell 4
ARUPBA	ARUOSE	ARUVIF	ARUARK
ARUELD	ARUBPT	ARUUSN	ARUFAA
ARUDHE	ARUJMV	ARUCMP	ARUFVA
ARUJOA	ARUACH	ARUBXT	ARUSTM

- Requests using a MEDLINE UI or PMID check for libraries that own the volume and year of the requested journal title.
- Requests using a NLM UI for a serial title, only check to see if the library owns the title. The system cannot check if they own the requested volume and year at this level.